



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FIELD REPRESENTATIVE	31	B	7.249
FIELD REPRESENTATIVE TRAINEE	29	B	7.267

SERIES CONCEPT

Field Representatives perform investigative work to uncover and resolve instances of unfair trade practices or violations of licensing or other laws and regulations pertaining to businesses in the State.

Incumbents conduct investigations of alleged unfair trade practices or violations of licensing or other laws by interviewing complainants, representatives of the business and other knowledgeable parties, examining documentation, and compiling and analyzing data concerning the business's operation. Investigations may involve working undercover to expose habitual violators.

Incumbents review initial complaints to determine possibility of a violation and if it falls within the department's jurisdiction of enforcement. Refers complainant to the appropriate authorities or advises as to corrective action the complainant may take if the department does not have jurisdiction.

Incumbents issue notices of violation to violator outlining facts, the corrective action required to be taken and the established timeframe in which action must be taken. Makes recommendations regarding further action to be taken on the part of the department in cases of continual noncompliance.

Incumbents maintain informational/statistical records of licensed businesses under department's jurisdiction in order to provide information to interested parties upon request.

Incumbents compile a case file, log and reports containing evidence and documentation of all investigative action taken on complaints.

Incumbents perform related work as required.

CLASS CONCEPTS

FIELD REPRESENTATIVE

Under general supervision, Field Representatives perform the full range of duties described in the series concept. Work is assigned through directives and reviewed for technical accuracy. This is the second level of the series. It is the journey level.

CLASS CONCEPTS (Cont.)

FIELD REPRESENTATIVE TRAINEE

Under immediate supervision, Field Representative Trainees perform the full range of duties described in the series concept in a training capacity. Work is assigned through instruction and reviewed for technical accuracy. This is the first level of the series. It is the entry level.

MINIMUM QUALIFICATIONS

FIELD REPRESENTATIVE:

EDUCATION AND EXPERIENCE:

I

Graduation from high school or equivalent education and three years of previous experience in conducting investigations and interpreting and applying statutory regulations; OR

II

An equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of investigative principles and accepted practices. Knowledge of office procedures, methods and equipment.

Skill in analyzing information, reports, complaints and factual information supplied by businesses, governmental agencies or complainants to determine their relevance.

Field Representatives are expected at the time of appointment to the class to perform the duties of the job by applying at full performance level with an increased degree of independence all knowledge and skills which were acquired and/or utilized at the Field Representative Trainee level.

LICENSE: Requires a valid State of Nevada driver's license or evidence of equivalent mobility.

MINIMUM QUALIFICATIONS (Cont.)

FIELD REPRESENTATIVE TRAINEE:

EDUCATION AND EXPERIENCE:

I

Graduation from high school or equivalent education and one year of previous experience in conducting investigations and interpreting and applying statutory regulations; OR

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of Federal and State rules, regulations and laws pertaining to areas of responsibility.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of investigative techniques including sources of information to locate persons and interviewing methods. General knowledge of financial recordkeeping methods.

Skill in basic mathematical computation. Skill in written English to sufficiently compose routine business correspondence and reports.

LICENSE: Requires a valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.249</u>	<u>7.267</u>
ESTABLISHED:	06/01/63	06/01/63
REVISED:	09/25/67	09/25/67
REVISED:	03/22/71	11/21/73
REVISED:	11/21/73	12/21/76
REVISED:	07/26/76	03/31/77
REVISED:	12/21/76	12/19/85-12
REVISED:	03/31/77	07/01/93P
	09/21/78-3	09/24/92PC
REVISED:	12/19/85-12	
	11/15/91PC	
REVISED:	07/01/93P	
REVISED:	09/24/92PC	